



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

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### **Vacancy Announcement**

**POSITION:**

**SENATE DEPUTY ARCHIVIST**

**DEPARTMENT:**

**Historical Office**

**SUMMARY:**

See Attached Position Classification

**SALARY RANGE:**

**\$49,199 - \$78,259**

**CONTACT:**

Human Resources  
Room SH-231B Hart Building  
Fax: 202-228-3603

**POSTING DATE:**

**June 22, 2009**

**DEADLINE FOR  
APPLICATIONS:**

**July 6, 2009** Applications will NOT be accepted after 6:00 p.m.  
Fax or hand deliver applications. Do NOT mail. No phone calls please.

**\* New \*** E-mail your submission to [resumes@sec.senate.gov](mailto:resumes@sec.senate.gov).  
Put the title of the position you are applying for in the Subject of  
your e-mail. If you do not reference the position you are applying  
for in the subject of your e-mail, your information may not be  
forwarded for further consideration.

All applicants should submit a Secretary of the Senate Application for  
Employment with a cover letter and current resume to the Human Resources  
Department at the above address. Qualified candidates will be contacted if  
selected for an interview.

**UNITED STATES SENATE  
OFFICE OF THE SECRETARY**



Code:

**Senate Deputy Archivist**

**Department:** Historical Office

**Reports to:** Senate Archivist

**NATURE OF WORK**

This is administrative work evaluating, transferring and retrieving official records for the Historical Office of the Senate as dictated by U.S.C. Title 44, Section 2118. Work includes assisting in ensuring proper archiving of records in order to retrieve permanent records of the Senate from the National Archives when requested.

**ESSENTIAL FUNCTIONS**

Assists the Senate Archivist in providing information and consultation to members, Committees and Congressional Staff regarding the management, disposition, and archiving of textual and electronic records.

Evaluates the content of textual records and electronic recordkeeping systems to arrange files in an organized manner consistent with archival practices.

Creates inventories and descriptive information for records according to the National Archives practices and guidelines to facilitate retrieval of information.

Transfers records to the National Archives and Records Administration for Senate staff to ensure compliance with applicable laws and Senate rules.

Communicates purposes and procedures of archiving records to Senate staff to facilitate an understanding of information and records retrieval.

Responds to questions and requests; retrieves information from the National Archives as requested by a Senate Office or Committee; ensures timely retrieval of requested information.

Maintains archival supplies for offices and committees.

Performs other duties as assigned.

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*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*

PB: 6

FLSA: Exempt

6/19/09



## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is essentially sedentary but does require travel between offices and the National Archives. Work also requires walking, standing, bending, carrying items up to 25 pounds such as books, papers, small parcels, etc.

## **MINIMUM QUALIFICATIONS**

Work requires a Masters degree in Library Science with a focus on archives management, or an advanced degree in Archives Administration or American History, or a related degree, with three to five years experience in the archival field; or an equivalent combination of education and experience that provides the following knowledge, skills, and abilities:

Knowledge of principles and practices of archival administration. Knowledge of identification, preservation, arrangement, description, survey, and appraisal of records.

Demonstrated knowledge of electronic records management and practices and current digital preservation theory and practice.

Ability to work independently and exercise independent judgment in carrying out archival responsibilities.

Ability to maintain confidentiality and exercise discretion.

Demonstrated ability to utilize computers and related software packages.

Ability to work well under pressure and time constraints.

Ability to positively interact with members at all levels of the organization, with tact and diplomacy.

Ability to communicate effectively, both orally and in writing. Demonstrated ability to be detail oriented.

Knowledge of the Senate Legislative Process, including Committee procedures, and American History preferred.

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**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

Certification by the Academy of Certified Archivists preferred.

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